

Deputy Director (Support)

As you requested, there is attached a suggested Notice establishing the requirement that a current Fitness Report (the most recent report due) be of record before a promotion can be processed. We have not included within-grade increases, which were included in your draft, for the following reasons:

1. It would impose a heavy additional workload on the Office of Personnel which would likewise be felt by administrative staffs throughout the Agency. This is so because within-grade increases (unlike promotions) do not now require components or Personnel to pull personnel files and review them. However, a check of the personnel file would be required to confirm that the required Fitness Report had been submitted. (OVER)

STATINTEL

Director of Personnel [redacted] 11 JAN 1963

2. Assuming that an employee's within-grade increase was held up until the required Fitness Report had been prepared (and that the effective date was not made retroactive when this requirement had been met), this rule would seem to penalize the wrong people for delinquent Fitness Reports. It is the supervisor who is at fault but the employee would feel the brunt of the penalty.

It is perhaps related, although not responsive to the proposal of using the within-grade increase as a part of the mechanism for policing timely preparation of Fitness Reports, to note that the Fitness Report itself is not required to support the finding that the employee is performing "at an acceptable level of competence" and thereby eligible for the within-grade increase. Certification by the supervisor on a current basis of performance at an acceptable level of competence is required on the form authorizing a within-grade increase.

Knowing of, and sharing, the concern that we make every effort to minimize or eliminate delinquency in the submission of Fitness Reports, I am reluctant to advise against adopting any procedure which might help us police this area. We will start putting Fitness Report data on the computer with the next round of reports and in a year's time will have access to a relatively simple procedure for identifying delinquencies. In the meantime we shall also have made other efforts to improve performance in the Agency both with regard to the timing and the quality of Fitness Reports. If these efforts have not brought about the desired improvement, I would suggest that we then examine whether or not the need for a further policing technique outweighs the workload involved in using the within-grade increase for this purpose.